

## REQUEST FOR SECURITY IN LIEU OF RETENTION

Direct the following to Kristi Gerken for approval

RE: Project No(s):  
Bid No.:  
District Name(s):

The contractor has filed the appropriate documents (attached) stating their intent to use substitute security in lieu of retention for this project. The contractor shall have the option of submitting the substitute security (check one):

- € Prior to each progress payment in an amount of no less than 10% of each progress payment; **OR**
- € Once, prior to the first progress payment in an amount no less than 10% of the total contract amount.

If retention is 10% of the total contract amount, after initial approval by Kristi Gerken, all progress payments (contractor invoices) shall be sent to Sam Pandey. If securities are deposited prior to each progress payment, the PM shall submit a log of the deposits with the security documents.

The security documents must contain the following:

- The term of the security shall not mature until after the estimated contract completion date; and
- The substitute security shall not be released without written approval by the Arizona School Facilities Board; and
  - The Arizona School Facilities Board may access the funds without contractor approval if required by the ASFB

**REMINDER: All security submittals must be verified and tracked by the project management firm to ensure that the appropriate amount is being held during the term of the contract.**